

## EMPLOYMENT PLANNING

**Justification should cover LEWIS:**

**L**MI  
**E**ducation  
**W**ork History  
**I**nterest/Aptitude  
**S**kills

**SMART Tasks should be:**

**S**pecific  
**M**easurable  
**A**ttainable  
**R**elevant  
**T**rackable

**Justification:** Meredith Grey would like to find full time work as a medical coder. She has completed her training at SLCC and has passed her national exam. This seems to be a good fit for her. She has worked for 7 years in customer service and data entry and enjoys helping people. She is able to type 75 WPM with 0 errors. LMI states that there will be 2500 openings in the Metro area and rates it as a 5 star occupation. The wage ranges from \$12.00-\$18.00/hr.

**Objective:** Intensive Services

**Start Date:** 12/17/07

**Service:** Choose to Work Assisted Primary Services

**Hours:** 30

**Task:** Meredith will be involved in at least 30 weekly hours of Choose to Work activities. This will include job search, weekly meetings with **CTW Specialist** and any other employment related activity. She will turn in job logs due by the first Monday of each month and will notify me within 10 days of finding employment or any changes.

## Employed

**Objective:** Follow Up

**Start Date:** 1/18/08

**Service:** Follow Up Choose To Work

**Hours:** 40

**Task:** Meredith Grey will maintain employment with University of Utah Billing services for 40 hours per week. She will not quit unless she finds employment of equal or greater pay and benefits. She will contact **CTW Specialist** with any changes in employment or problems that may arise as soon as possible to help her maintain employment or at minimum monthly. Her case will remain open for 90 days after employment in Follow Up.

**Counselor Action:** Close plan after client has maintained employment and Follow Up Choose to Work Service is open on plan a minimum of 90 days and maximum of 12 months.